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Handwritten:
10/18/82
1/28/82

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Administration
Deputy Director for Science and Technology
Chairman, E Career Service

FROM: James N. Glerum
Director of Personnel

SUBJECT: Establishment of Ceiling and FTE Controls

REFERENCE: Director of Personnel Memorandum, Subject,
Control of Agency EODs, dated 29 Dec. 1982

1. Even with the EOD controls established by reference memorandum, we are still using Full-Time Equivalency (FTE) ceiling at an alarming rate. We now need to exercise tighter control over EODs and internal accessions in order to be at ceiling and authorized FTE on 30 September 1983.

2. The current monitoring system for controlling external EODs seems to be working. The major weakness in controlling FTE levels is in the area of internal accessions which impact upon full-time FTE ceiling (returns to duty from LWOP, inter-directorate reassignments, part-time to full-time conversions, commitments to rehire returning spouses, etc.). What is urgently needed are strict directorate controls to ensure that all personnel actions which result in accessions to on-duty strength are closely monitored and are in balance with external EODs. Therefore, for the remainder of FY-83, the Executive Director has approved implementation of the following controls:

- o That Deputy Directors exercise a central control on all personnel accessions that will increase their on-duty strength. We suggest that you use your senior directorate personnel officers for this purpose and require that all internal personnel accessions and external EODs be monitored at the Directorate level, if it is not already being done, and coordinated with OP.



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- o That inter-directorate assignments which increase on-duty strength be coordinated with the Deputy Director/Recruitment and Placement/OP prior to reassignment of the individual.

3. We plan to work closely with you in an effort to make the system work as smoothly as possible with the least disruption to your mission.

James N. Glerum

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22 FEB 1983

MEMORANDUM FOR: Executive Director

FROM: James N. Glerum
Director of Personnel

SUBJECT: Establishment of Ceiling and FTE Controls

REFERENCE: a. Director of Personnel Memorandum, Subject,
Control of Agency EODs, dated 29 Dec. 1982
b. FY-83 Hiring Summary, dated 4 Feb. 1983

1. Even with the EOD controls established by reference memorandum in late December 1982, the large number of prior EOD commitments and the continuing internal accessions have created a serious situation in over-expending Full-Time Equivalency (FTE) ceiling.

2. The current monitoring system for controlling external EODs as outlined in reference seems to be working and we are continually fine-tuning and coordinating that effort with the directorates. The major weakness in controlling FTE is in the area of internal accessions which impact upon full-time FTE ceiling (returns to duty from LWOP, inter-directorate reassignments, part-time to full-time conversions, etc.). Curtailing vacancy notices or restricting employees from applying for positions across directorate lines would have a detrimental effect on employee morale. Such an action should be avoided, although it may now be necessary to control the issuance of vacancy notices and acceptance of candidates who respond at the Directorate level. What is now urgently needed are strict directorate controls to ensure that all personnel actions which result in accessions to on-duty strength are closely monitored and are in balance with external EODs; therefore, I recommend the following actions:

- o That Deputy Directors be asked to exercise a central control on all personnel accessions that will increase their on-duty strength.

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- o That inter-directorate assignments which increase on-duty strength be coordinated with the Deputy Director/Recruitment and Placement/OP prior to reassignment of the individual.

3. If you approve the above recommendations, the attached memorandum will be forwarded to the Deputy Directors for implementation.

James N. Glerum

James N. Glerum

Attachment:
as stated

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APPROVED:

[Redacted]
Executive Director

24 FEB 1983

Date

Distribution:

Ex Dir - (Return to D/Pers)

1 - Ex Reg

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